

CLUB SPECIAL, SEAL BOARD, TIP BOARD AND PUNCHBOARD RECORDKEEPING FORMS AND INSTRUCTIONS

This booklet contains recordkeeping forms, instructions for each form, and a completed sample of each form. The instructions are designed to assist an employee in completing a line or section of a form that may not be readily understood by the title or instructions found on the form itself. Instructions for lines that are considered self-explanatory, such as simple math computations, are not included.

Sample forms have been provided to illustrate the proper completion of this office's standard forms. The instructions will answer the most commonly asked questions about the recordkeeping forms. Please remove the master forms from the booklet and make copies for your site(s). Note that some forms are two sided.

*If you have any questions or comments, please contact this office
in writing or by calling 1-800-326-9240.*

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Master Game Inventory Log
(SFN 9935)

This form is used to account for all games requiring a N.D. gaming stamp purchased by an organization. A separate form is used for each game and each game type. For example, if an organization purchased Hooked pull tab games and seal boards, two forms would be used

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed. If an organization has more than one site, or if it has inventory at more than one location, the Master Game Inventory Log and Site Game Inventory Log would be used.

1. Date Placed - Enter the date that deal is actually put into play, not the date the deal was sent to the site.
2. Date Closed - Enter the last date the game was in play.
3. Quarter Reported on Tax Return - Enter the quarter this deal was reported on the tax return. This can be entered as 04-1, 1st qtr of 04, 9/30/04, or any other entry that indicates the quarter.
4. Date Unplayed Deal Returned to Home Office - If an unplayed deal is returned from a site, enter the date that deal is received at the home office. Played deals are not entered in this column.
5. Date Deal Returned to Distributor - If a deal is returned to a distributor, enter the date the deal was returned. When the credit invoice is received, enter the invoice number on this form.

If a game is returned to master inventory and is re-issued to a site, the stamp number is entered a second time on the master inventory in the next available row to allow for tracking of the deal at the 'new' site.

See sample form on page 5.

Site Game Inventory Log
(SFN 9934)

This form is used to account for all games requiring a N.D. gaming stamp at a site. A separate form is used for each game and each game type. For example, if an organization played Hooked pull tab games and seal boards, two forms would be used.

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed.

See instructions for the Master Game Inventory Log for instructions in completing "Date Placed", "Date Closed" and "Date Unplayed Deal Returned to Home Office".

See sample form on page 6.

Club Special, Seal Board, Tip Board and
Punchboard Daily Summary
(SFN 19215)

This form is used to account for the activity of one single game at a site for up to ten days. This form and redeemed winning pull tabs (if applicable) should be sent to the home office when the game is closed.

Cash Bank

1. At the beginning of the day's activity, the cashier counts the actual opening cash and records the amounts.
2. If a second employee is on duty, that employee recounts the opening cash and verifies the amount the cashier recorded. When both persons agree to the amount, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

3. At the end of the day's activity, the cashier counts the actual ending cash and records the amount.
4. If a second employee is on duty, that employee recounts the ending cash and verifies the amount recorded. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

The change in bank is computed each day the game is available for play.

Enter the amount of any deposits made for this game only.

Deposit Amount Verified to Bank Record

A person who did not have access to the bank deposit funds must verify to the bank statement or other bank record that the amount recorded as "Deposit Amount" was actually deposited in the gaming account.

This person initials and dates the form indicating that this verification was done.

Summary for Schedule B2

If someone who conducted the game and has access to the total receipts or cash profit or has sole signatory authority of the gaming account summarizes the game, the summarization must be audited by someone independent.

If the game is summarized by someone independent, the summary does not need to be audited.

Cash profit equals the sum of the change in the daily cash bank less any prizes paid by check.

See sample form on page 7.

Record of Win **(SFN 9939)**

This form is used whenever a single cash prize or retail value of merchandise prize of greater than \$200 is paid to a player.

It is also used when a last sale prize or seal prize of any amount or retail value is awarded to a player.

The Record of Win must be pre-numbered.

1. Check the box next to the game type that this record of win relates to and complete the information related to that game type and record the game serial number.
2. The player must sign the Record of Win, unless the prize is being mailed to the player.
3. If a partial payout is made, for example, the player is paid \$200 in cash and will be paid the remaining \$300 of the prize by a check issued from the home office, complete the bottom right section of the form.

See sample form on page 8.

Reconciliation of Inventories **(SFN 17937)**

This form is used by a person who has not had access to the inventory, for the quarterly reconciling of games requiring a N.D. gaming stamp, bingo cards, and casino chips to a physical count of these items back to the information on the inventory logs.

This form accounts for the master inventory and up to five additional site inventories.

The serial number is completed only for the reconciliation of bingo cards.

If the physical count of inventory does not match the records, the action(s) taken by management to resolve the discrepancy must be noted.

The person who completes the reconciliation initials the form verifying the information recorded.

See sample form on page 9.

"X"
ONE
GAME
TYPE

- | | |
|--|---|
| <input type="checkbox"/> Paddlewheel Tickets | <input type="checkbox"/> Calcutta Boards |
| <input type="checkbox"/> Punchboards | <input type="checkbox"/> Tip Boards |
| <input type="checkbox"/> Sports Pool Boards | <input checked="" type="checkbox"/> Seal Boards |
| <input type="checkbox"/> Pull Tabs | <input type="checkbox"/> Club Specials |
| <input type="checkbox"/> Prize Boards | <input type="checkbox"/> Bingo Device |

Organization	Charity, Inc.
Name of Game	Seal Boards

[illegible]



"X"
ONE
GAME
TYPE

- ☐ Calcutta Boards
☐ Tip Boards
☒ Seal Boards
☐ Club Specials
☐ Bingo Device

Organization	Site	Name of Game
Charity, Inc.	The Bar	Seal Boards

[illegible]



CLUB SPECIAL, SEAL BOARD, TIP BOARD, AND PUNCHBOARD DAILY SUMMARY
OFFICE OF ATTORNEY GENERAL
 SFN 19215 (3-04)

"X"
ONE GAME
TYPE


- ☐ Club Special
☒ Seal Board
☐ Tip Board
☐ Punchboard


Organization	Site	Gaming Stamp #	Serial #	Date Placed	Date Removed	Quarter Reported	Description of Merchandise Prize
Charity, Inc.	The Bar	A44444	546310	7/1/04	7/3/04	9/30/04	Jacket

Date	(C) Opening Cash	Cashier	Verified By	(F) Ending Cash	Cashier	Verified By	Change In Bank (F - C)	Deposit Amount	Deposit Amount Verified to Bank Record By	Cash Prizes
7/1/04	0	MS	JS	10	MS	JS	10	0	Initials Date	
7/2/04	10	MS	JS	25	MS	JS	15	0		
7/3/04	25	MS	JS	50	MS	JS	25	50	LG 8/15/04	
TOTALS							50	50		

Summary for Schedule B2

	(A) Ideal Gross Proceeds	(C) Value of Unsold	(D) Gross Proceeds (A - C)	Total Cash Prizes	Total Cost of Merchandise Prizes	(E) Total Prizes	(F) Adj. Gross Proceeds (D - E)	(S) Total Change In Bank	(T) Prizes Paid By Check	(G) Cash Profit (S - T)	Cash Long (Short) (G - F)	Completed By and Date
Summary	50	0	50	0	30	30	20	50	30	20	0	LG 7/5/04
Audit of Summary		-			+				-			

 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (3-04)			Organization Charity, Inc.	Date 7/3/04	NO. 001
			Site The Bar	Completed By MS	Type of ID ND Drivers Lic.
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$	Description Merchandise Prize jacket	Retail Value of Prize \$ 30
<input type="checkbox"/> Bingo	Game Number		Name of Player Bob Johnson		
<input type="checkbox"/> Bingo Device	Game Serial Number		Address PO Box 999		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City Anytown	State ND	Zip Code 58999
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Serial Number	Signature of Player Bob Johnson		Date 7/3/04
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard <input type="checkbox"/> Tip Board	<input type="checkbox"/> Prize Board <input checked="" type="checkbox"/> Seal Board	Gaming Serial Number 33333	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament		Date of Event			

 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (3-04)			Organization	Date	NO. 002
			Site	Completed By	Type of ID
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$	Description Merchandise Prize	Retail Value of Prize \$
<input type="checkbox"/> Bingo	Game Number		Name of Player		
<input type="checkbox"/> Bingo Device	Game Serial Number		Address		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City	State	Zip Code
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Serial Number	Signature of Player		Date
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard <input type="checkbox"/> Tip Board	<input type="checkbox"/> Prize Board <input type="checkbox"/> Seal Board	Gaming Serial Number	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament		Date of Event			



RECONCILIATION OF INVENTORIES
OFFICE OF ATTORNEY GENERAL
SFN 17937 (3-04)

Organization

Charity, Inc.

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<input checked="" type="checkbox"/> Master <input type="checkbox"/> Site: _____					<input type="checkbox"/> Master <input checked="" type="checkbox"/> Site: The Bar					<input type="checkbox"/> Master <input checked="" type="checkbox"/> Site: Joe's Place				
Reconciliation Completed By Linda Green					Reconciliation Completed By Linda Green					Reconciliation Completed By Linda Green				
Job Title Bookkeeper			Date 10/1/04		Job Title Bookkeeper			Date 10/1/04		Job Title Bookkeeper			Date 10/1/04	
Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference	Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference	Name of Game/Primary Color & Type of Bingo Card/Chips	Serial Number	Number Per Inventory Record	Number Per Physical Count	Difference
seal boards		3	3	0	seal boards		1	1	0	seal boards		1	1	0
Result: OK					Result: OK					Result: OK				
Corrective Action Taken:					Corrective Action Taken:					Corrective Action Taken:				
			Initials LG					Initials LG					Initials LG	